

MEMORANDUM

Date: August 8, 2013
To: Prospective Applicant
From: Stephanie Sue Stein, Director, Milwaukee County Department on Aging
Subject: 2014 Contract Proposals

The Milwaukee County Department on Aging is requesting proposals from qualified community agencies to provide programs and services for the period January 1, through December 31, 2014.

To be considered for funding, proposals must be submitted in writing on the forms provided by the Department and delivered in person no later than 5:00 p. m., Tuesday, September 3, 2013, at the following address:

Milwaukee County Department on Aging
Marcia Coggs Human Services Center
1220 West Vliet Street Suite 302
Milwaukee, WI 53205

Applicants must submit **one** original proposal and **four** copies of the proposal for **each** program or service area for which they are applying.

Contracts to provide programs or services will be awarded on the basis of a competitive process, and prospective applicants are advised that the submission of a proposal does not obligate Milwaukee County to fund the proposed program or service. Recommendations for each contract award will be made by the Milwaukee County Commission on Aging to the Milwaukee County Board of Supervisors and/or Milwaukee County Executive, who may accept, modify, or reject the Commission's recommendations.

Applicants are further advised that the award of contracts is contingent upon the availability of federal, state, and county funds. The allocations for each program or service represent amounts requested by the Department on Aging in the 2014 County Budget and are subject to revision.

Proposal materials include the following:

1. Cover letter (which you are reading)
2. Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2014
3. Section VI, 2014 Department on Aging Program/Service Guidelines or Specifications (one for each program or service area for which proposals are being requested)
4. Forms Packet to be used for completion of Section VII, Exhibit I (use a Forms Packet in each program or service area in which you intend to submit a proposal)

All proposals that are submitted will be reviewed as described in the Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2014. The Guidelines describe the programs and services for which the Department on Aging is seeking proposals, indicate the funding allocated for each service area, and summarize the Department's Request for Proposal Process and contractual requirements. The requirements for specific program and service areas are listed in individual Program/Service Guidelines or Specifications.

Proposals must be submitted using the Forms Packet (Exhibit I, Description of Proposed Programs and Services), and must include a narrative as outlined in Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2014. A narrative must also include all information required in the Program/Service Guidelines or Specifications specific to the program or service you are proposing to provide. Qualified agencies may submit proposals to provide more than one program or service, but each proposal must be limited to one program or service area and submitted using a separate Forms Packet and narrative. All proposals must be submitted in the format specified in Proposal Guidelines and Requirements.

Applicants are advised to thoroughly review all proposal materials. If you have any questions, please contact the Department on Aging at (414) 289-5950.

A handwritten signature in purple ink, appearing to read 'Stephanie Sue Stein', is positioned above a horizontal line.

Stephanie Sue Stein, Director
Milwaukee County Department on Aging

Attachments